My Skills Course Data - Bulk Upload Options

User manual

Version 2.0	April 2014

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Document control

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1.0 Overview

1.1 About My Skills

The My Skills website is an Australian Government initiative to help students, job seekers, workers, and employers to choose training options and pathways that best match their needs.

My Skills provides a self-service portal that allows RTOs to maintain their top-level information, delivery location information and course offering information.

1.2 About this document

Once logged into the My Skills website on behalf of your RTO you can edit your RTO's data. Top-level information and campus information must be edited on the My Skills website, but course data can be edited either on the website or by providing My Skills with a bulk update file.

This user manual addresses the bulk upload options. If you wish to edit your course information directly on the website please refer to the **My Skills RTO User Guide**.

The two bulk course update options are:

1. Uploading an XML/CSV file onto the My Skills website, or
2. By sending an XML file from your server using the My Skills web service.

1.3 Quick Links

My Skills website	http://www.myskills.gov.au/
My Skills sandbox / test website	https://sandbox.myskills.gov.au/
Web service software development kit (SDK)	http://www.myskills.gov.au/SDKDownload/MySkillsWebServiceSdk.zip
Sample web service harness application (Windows OS only)	http://www.myskills.gov.au/SDKDownload/MySkillsWebServiceSdkSetup.msi
XML Schema	http://www.myskills.gov.au/CourseUploadSchema/CourseUploadSchema.xsd
Example XML file	http://www.myskills.gov.au/SDKDownload/MySkills_CourseUploadExampleFile.xml
XML Markup Validator	http://validator.w3.org/#validate_by_upload+with_options
XML Validation against the My Skills schema	http://xmlvalidator.new-studio.org/ (file upload) http://www.utilities-online.info/xsdvalidation/ (XML string) http://www.freeformatter.com/xml-validator-xsd.html (XML string or URL)
CSV Template	http://www.myskills.gov.au/SDKDownload/MySkills_CSVCourseUploadTemplate.csv
RTO User Guide (website editing)	http://www.myskills.gov.au/SDKDownload/MySkills_RTO_User_Guide.pdf
Web Service / Course Bulk Upload User Manual (this document)	http://www.myskills.gov.au/SDKDownload/MySkills_WebService_Manual.doc http://www.myskills.gov.au/SDKDownload/MySkills_WebService_Manual.pdf

1.4 Quick Tips

Web service account	You will need to register for a web services account to undertake the file upload from either web services or through the file upload process on the website To register for a web services account see section 2.1 (Gaining access to the web service).
Sandbox testing	Please ensure that you perform all your development and testing in the **sandbox** environment before moving to using web services/file upload on the live My Skills website.
Backups	We recommend that you regularly extract a copy of your current data via the **File Download** page, especially before you perform an RTO-wide deletion by using the DeleteAllCurrentRecords attribute/action. This extract will allow you to easily revert to your prior data. For instructions on how to do a backup see section 2.5 (Downloading course data from the My Skills website).

1.5 Web service or file upload

My Skills offers two ways to update your course data in bulk. The tables below outline what each service does and provides guidance to determine which service is best for you.

	Website File Upload	Web Service
What is it?	The file upload option is a manual process where the RTO user logs onto the My Skills website and uploads a set of data.	The My Skills web service allows your RTO's server to connect and provide updated course information to My Skills without manual interaction.
I want to set up an automated process	You cannot set up an automatic file upload process.	You can set up an automated connection between your system and My Skills using the web service.
I want to edit my changes before upload	You can review and edit the file in an XML/text editor before uploading the file to the website.	You will need to set up a moderation/review step in your web service processes.
I spent lots of time setting up the conversion of data into the prior My Skills data collection CSV format, can I still use that?	You can continue to use the CSV file, but you will need to change the Campus Numbers in the "location" columns. There are a few limitations to the CSV format that you should be aware of, see section 3.4 for more information. This functionality may be phased out at a later date.	The web service will not accept a CSV file. In order to assist in using XML you can see how your current course data looks in the XML data structure by performing a *Download* of your data from the website.
I want to work with XML	The file upload requires that the files are valid XML against the My Skills XML schema. The file upload also accepts a specific CSV format.	The web service requires that the files sent to it are valid XML against the My Skills XML schema.
I want to work with CSV	You can upload a CSV file to the website in a specified format. This CSV file has some limitations, but if you are more comfortable working in CSV than XML then this is an option. Once your data is uploaded in CSV then you can *Download* your course data from the website to see what it looks like in XML.	The web service will not accept a CSV file.
I can set up my database to transform my course data into an XML file, but I don't know how to set up a web service	You could partially automate the update process by configuring your database to regularly provide you with the XML file. You can then upload the file manually via the website, or else by using the My Skills web service harness application.	Use the My Skills harness application and Software Development Kit (SDK) to assist in developing your connection to the web service.
I am a Student Management System (SMS) vendor and provide software to many different RTOs	You could build functionality into your SMS product to export data into the My Skills XML schema, enabling RTOs to easily export and upload the data onto the My Skills website. Please contact the My Skills Project Inbox (myskillsproject@innovation.gov.au) for more information.	You could build functionality into your SMS product to consume the My Skills web service and thereby enable your RTOs to connect to My Skills without needing to design their own web service. Please contact the My Skills Project Inbox (myskillsproject@innovation.gov.au) for more information.

1.6 Course Information

If you are an RTO with multiple campuses, two options are available for you.

Course Information	When should I use this?	What does this mean?	How Create/Edit via the website	Create/Edit via XML File Upload/Web-service
RTO-level Course information	If your course information is consistent across campuses (or you only have one location).	By default the same set of course information is shown at your RTO and also across all of your campus location. This includes course running dates, etc.	When editing course information on the website, always navigate to the course via the **RTO-level "What Courses do they offer"** page.	Do not use Campus identifiers to define any course information apart from the <IsCourseOffered> flag. This will ensure that you don't create any Campus-level course objects.
Campus-level Course information	If your course information differs significantly between campuses.	Where course information is defined at a Campus-level, this data will show instead of the information that you've defined at the RTO-level version of the course page. Where no Campus-level data is provided, information will be shown from the RTO-level version of the course – this means that you can have some campuses showing distinct course information and other campuses showing information that is common to the RTO. This would suit where only 1 campus has significantly different information.	When editing course information on the website, navigate to the **Campus-level "What Courses do they offer"** page and select from there the course that you wish to edit.	Use Campus identifiers to define the specific campus-level course information in the XML file.

Campus-level course object deletion

You can delete a Campus-level course object by using the "DeleteCurrentRecord" attribute in an XML file using the relevant Course and Campus identifiers.

You can't delete a Campus-level course object from the web front-end.

When a Campus-level course object is deleted, the Campus will revert to showing the common RTO-level information. Note that an object deletion will also remove the <IsCourseOffered> Boolean value for that campus and course.

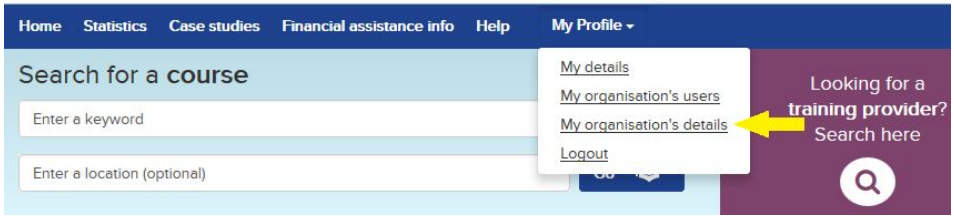
2.0 Uploading course data

Please note: By using this service, the information that you are publishing will be available in the public domain. The Commonwealth, as owner of the My Skills website, reserves the right to modify your published information, in which case your RTO's nominated representative will be contacted.

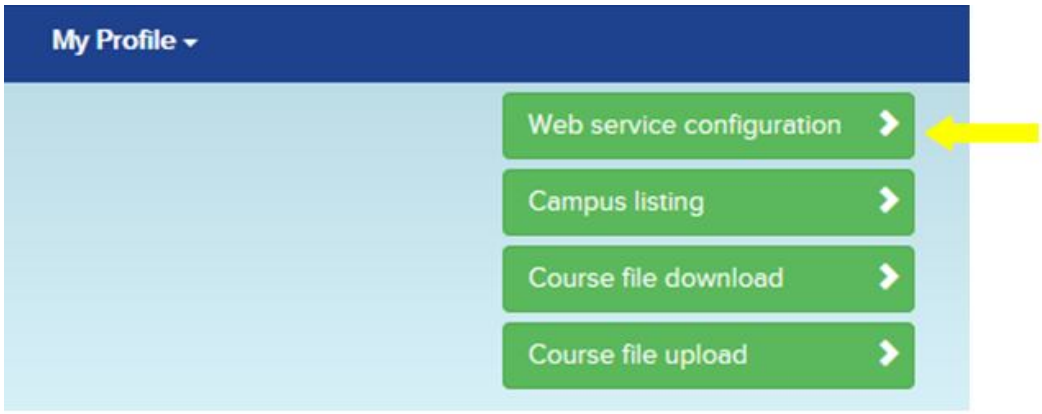
2.1 Gaining access to the web service

In order to upload course data to My Skills, you must request access on behalf of your training organisation. This step only needs to be performed once.

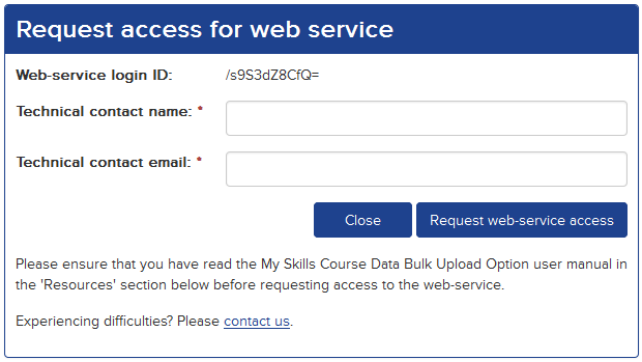
1. Ensure that you have logged in to My Skills. (if you do not have a login, please refer to the RTO User Guide)
2. In the menu bar along the top of any My Skills page, select **My Profile**. When the drop-down menu appears, select **My Organisation's Details**.



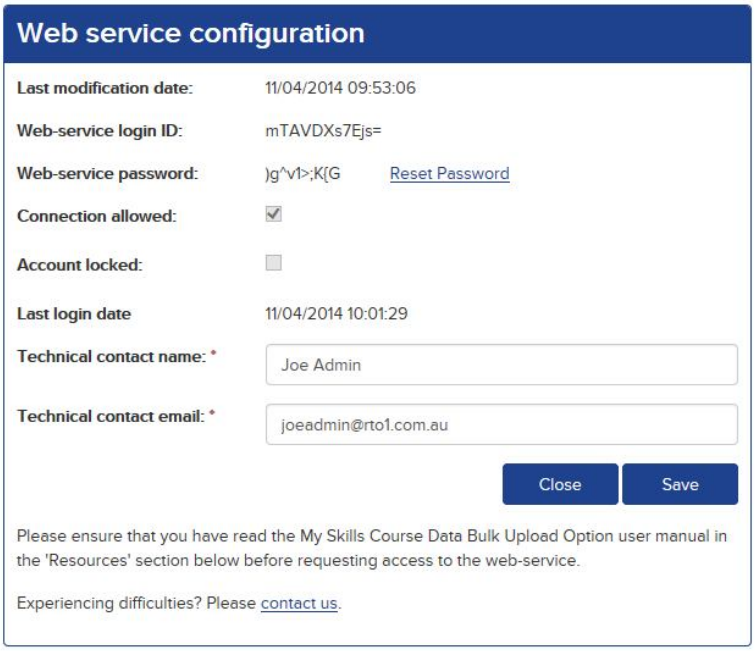
3. When the **About This RTO** page appears, select the **Web Services configuration** button.



4. When the **Web Service Configuration** page appears, enter a technical contact name and email address. Required fields are denoted by a red asterisk.


Request access for web service
Web-service login ID:
/s9S3dZ8CfQ=
Technical contact name: *
Technical contact email: *
Close
Request web-service access
Please ensure that you have read the My Skills Course Data Bulk Upload Option user manual in the 'Resources' section below before requesting access to the web-service.
Experiencing difficulties? Please contact us.

5. Select the **Request web-service access** button.
6. Once your account is verified by a My Skills administrator, you will be issued an email confirming your web service access. Follow the link provided in the email to complete your access request.
7. The **Web Service Configuration** screen now displays your web service login ID and password.



Note: If you repeatedly provide an incorrect web service password, your web service account will be locked and you will need to contact a My Skills administrator to unlock it.

2.2 The Sandbox

When you request access to the web service, you will first be provided with an account for the Sandbox environment. This will enable you to develop and test your bulk upload data transformation and upload processes.

Once you have completed your Sandbox testing please contact the My Skills team who will then activate your production (live) web service account.

Please take care when swapping back and forth between the live website and the sandbox to ensure that you're writing to the correct environment. We have implemented different web service passwords on each site to ensure that, if the automated services are accidently directed to the incorrect server, it will not upload successfully. However, this same protection is not provided when uploading the files onto the website with your user login unless you yourself implement this using different authentication details for your sandbox and production user accounts.

2.3 Uploading course data via the web service

You may interact directly with the web service by downloading the software development kit (SDK) from the web service configuration screen and utilising this to develop your own connection to the My Skills web service

The SDK can only be used with Microsoft Visual Studio 2010 and later.

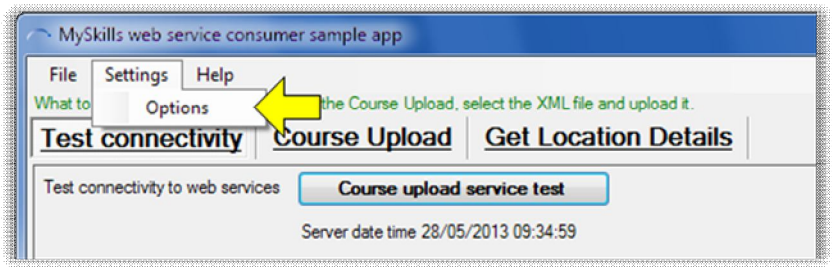
2.3.1 Sample web service (Windows OS only)

A sample web service interface is available from the web service configuration screen and can be installed as a Windows Installer package. Once installed, it allows you to test your connection and upload files to the sandbox environment, as well as interact with the live system if you wish.

The application, once installed, will be available at the following folder path:

C:\Program Files (x86)\Default Company Name\MySkillsWebServiceSdkSetup\

You can specify your web service username and password, and view the base URLs for the two environments (sandbox and live), by selecting **Settings** from the menu bar, then **Options**.

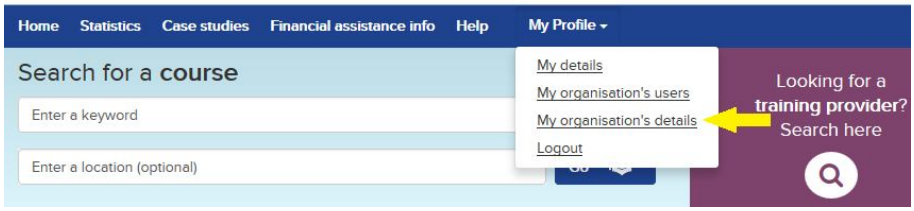


Note: If you repeatedly provide an incorrect web service password, your web service account will be locked and you will need to contact a My Skills administrator to unlock it.

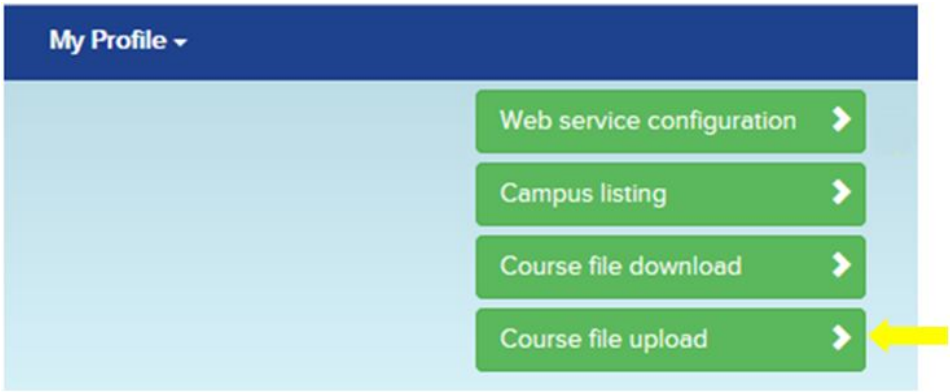
2.4 Uploading course data via the My Skills website

Once your web service account has been activated, you may also upload course data as either an XML or CSV file directly via the My Skills website.

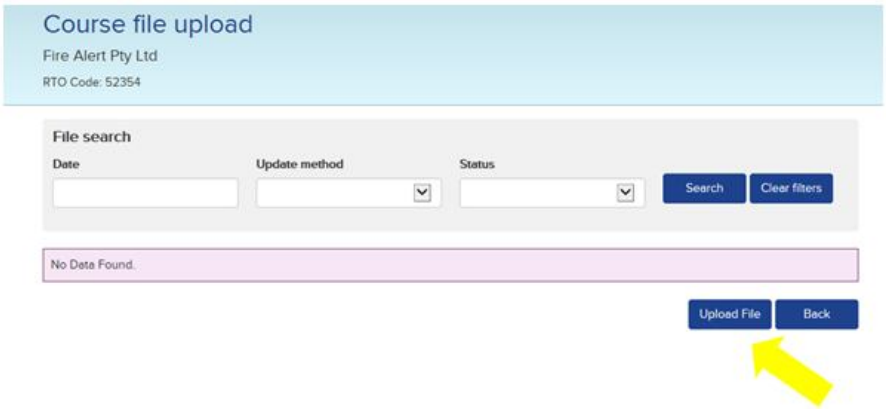
1. Ensure that you have logged in to My Skills.
2. In the menu bar along the top of any My Skills page, select **My Profile**. When the drop-down menu appears, select **My Organisation's Details**.



3. When the **About This RTO** page appears, select the **Course file upload** button.



4. When the **Course File Upload** page appears, select the **Upload File** button.

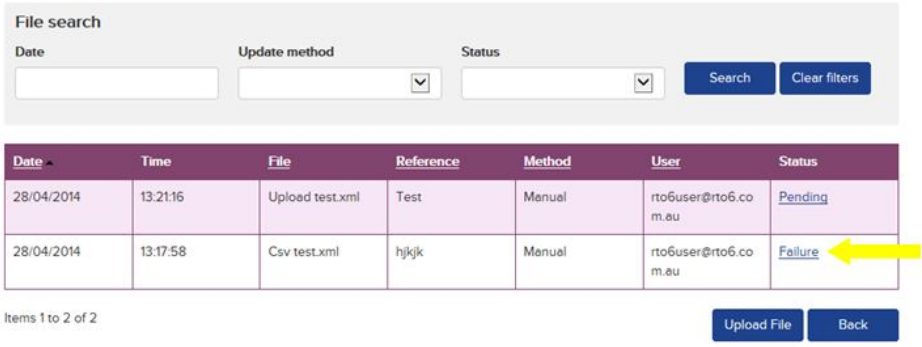


5. When the **Course Upload Utility** pop-up box appears, choose an XML file to upload by selecting the **Browse** button, enter a reference in the **Reference** text box if desired, and select the **Upload** button.

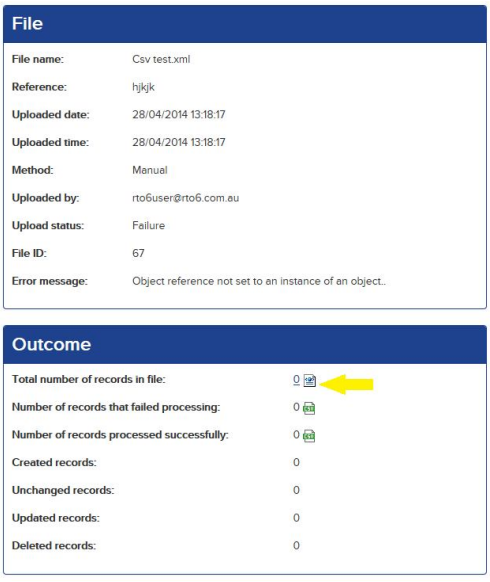
2.5 Viewing the outcome of your upload

To view the outcome of your course update (either via the web service or the website), please visit the File Upload page. Note that this outcome report is not yet available over the web service.

1. On the **Course file upload** page appears, select the **Status** hyperlink for the relevant file.



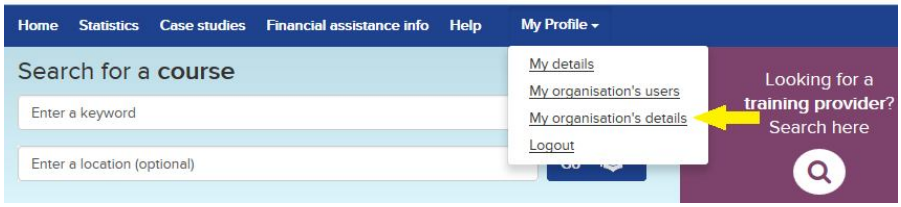
2. On the **Status** pop-up window, you can view the details of the outcome. You can also download the entire file by clicking on the "Total number of records in file" XML link, or download the CSV success/error logs by clicking on the other outcome files on the right side.



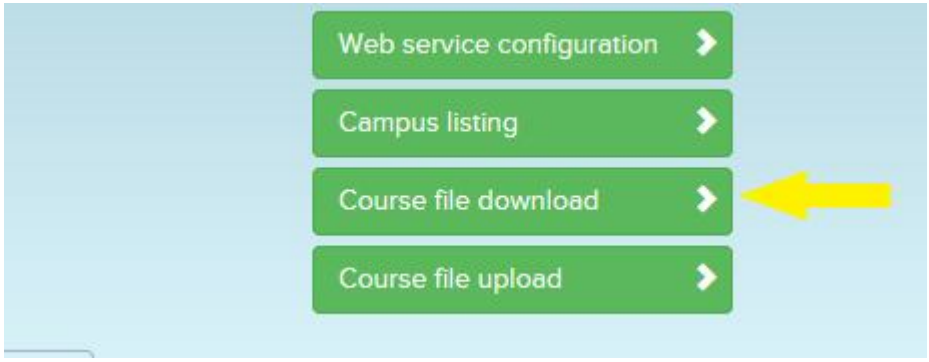
2.6 Downloading course data from the My Skills website

You can download a copy of your RTO's course data which can be used to verify your My Skills data or else enable regular backups. The extract will also allow you to easily revert to the prior data if an update does not perform as expected.

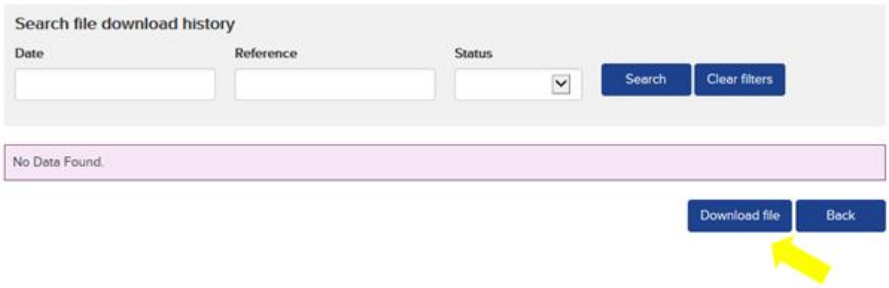
1. Ensure that you have logged in to My Skills.
2. In the menu bar along the top of any My Skills page, select **My Profile**. When the drop-down menu appears, select **My Organisation's Details**.



3. On the **About This RTO** page, select the **RTO File Download** button.



4. On the **Course file download** page, select the **Download file** button to request the system generate an XML file of your current data.



5. Enter a **Reference** value to identify your download request and select **Request download** button.
6. Wait 1 minute or more and then refresh the page. When the course file's **Status** changes from *Pending* to *Success*, you may download it.

3.0 The XML file

3.1 Structure of the XML file

The XML schema is available at http://www.myskills.gov.au/CourseUploadSchema/CourseUploadSchema.xsd.

- The XML file is a series of course identifiers, with each Course tag containing details about that specific course.
- Your XML document must be well formed, free of errors and adherent to W3C guidelines. If your XML is not properly formed it will be rejected. Please make use of validation tools (such as those Quick Links section at the start of the document) to ensure that your document adheres to both the XML markup standard and the My Skills XML schema.
- You may specify as many <Course> records as required.
- Each <Course> record uses up to the three identifier tags to address the specific course object:
    1. Code
    2. CampusID (optional)
    3. CourseStream (optional)
- You can specify availability and details for each of the four <DeliveryMode> records for each <Course>. The four <ModeID> values are:
    1. Face-to-face
    2. Offsite
        i. <OffSiteDeliveryModeDetails> and its child elements are only required if <ModeID> is 2.
            1. If a <DistanceLimit> value is specified, either <Radius>, <Postcodes> or <Locations> must also be supplied.
    3. Flexible
        i. <FlexibleDeliveryModeDetails> and its child elements are only required if <ModeID> is 3.
    4. Mixed mode
- You may specify as many <OfferedPeriod> records as required for each <Course>.
    1. Each <OfferedPeriod> for a course is uniquely identified (so that you can update or delete a specific OfferedPeriod) by a combination of three fields:
        i. StartDate
        ii. EndDate
        iii. TeachingPeriod
- Many elements are optional. However, where you choose to use an element, that element must appear in the order set by the “Sequence” of the XML Schema.

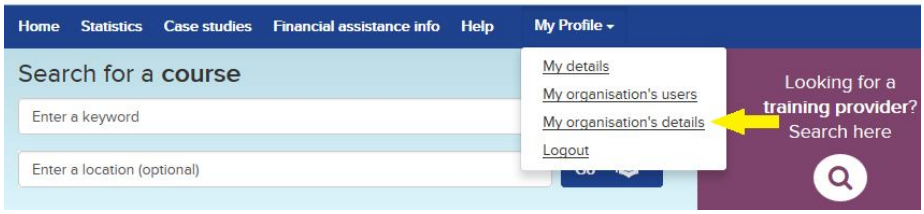
3.1.1 About <CampusID>

If your training organisation operates from more than one campus, you can choose to control your campus' course scope and course details via the XML file. See section 1.6 (Course Information) for more information on whether you should define course data at a Campus-level.

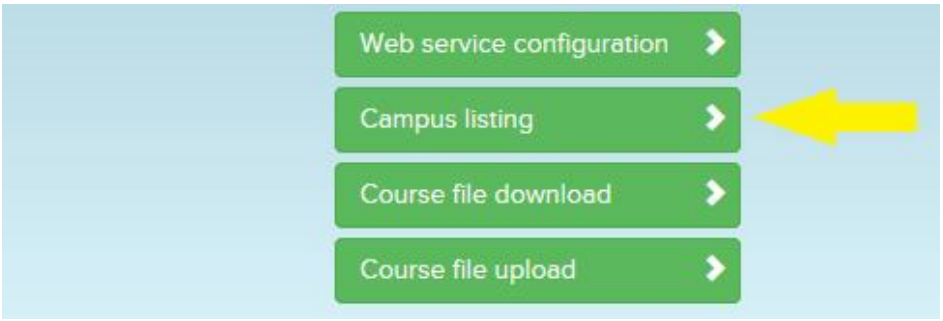
In order to control your campus scope (or edit course data) at a campus, you must specify the <CampusID> within the <Course> tag. Each <Course> record can only have one <CampusID>.

To view all available <CampusID> values for your training organisation:

1. In the menu bar along the top of any My Skills page, select **My Profile**. When the drop-down menu appears, select **My Organisation's Details**.



2. When the **About this RTO** page appears, select the **Campus listing** button.



Every <CampusID> that you provide must match the appropriate campus ID generated by My Skills. If a mismatch occurs, the record will be rejected.

If you don't include a <CampusID>, the data for the <Course> record will be loaded against the RTO. If there is no Campus-level data for a specific course at a specific campus, then the data showing to users will be the common RTO-level information.

3.1.2 About <IsCourseOffered> at a Campus

By default, My Skills assumes that every course offered by your RTO is offered at all your RTO's campuses. You must state any exceptions explicitly, and you also may choose to positively confirm campus-course relationships to ensure that the system links them in all instances.

If you wish to specify explicit relationships, you must:

- provide an <IsCourseOffered> value of 'Y' for every campus at which the course is offered
- provide an <IsCourseOffered> value of 'N' for every campus at which the course is not offered.

For example, if your RTO offers a course (code 'ABC9876') at your Melbourne campus (ID '123') but not your Sydney campus (ID '456'), you must specify the following in the XML:

```
<Course>
      <Code>ABC9876</Code>
      <CampusID>123</CampusID>
      <IsCourseOffered>Y</IsCourseOffered>
</Course>
<Course>
      <Code>ABC9876</Code>
      <CampusID>456</CampusID>
      <IsCourseOffered>N</IsCourseOffered>
</Course>
```

This is the same as performing an *Include in scope* or *Exclude from scope* on the **What Courses Do They Offer?** web page.

3.1.3 About <IsCourseOffered> at RTO level

You can also control your scope at the top-level. Excluding a course from your RTO's top-level scope (rather than campus-level scope) will result in that course not showing at all on My Skills for your RTO. This can be useful if you are in a teach-out period, do not offer the course publicly, or for some other reason do not want the course advertised.

The below XML would entirely exclude course "ABC9876" from showing against your RTO on My Skills.:

```
<Course>
      <Code>ABC9876</Code>
      <IsCourseOffered>N</IsCourseOffered>
</Course>
```

3.1.4 About <CourseStream>

If you have different course streams, you can create a separate course page by specifying these in the <CourseStream> tag.

For example, if your RTO offers a course (code *ABC9876*) in two course streams (*English* and *Chinese*), specifying the following in the XML will create a separate course page for each of those streams:

```
<Course>
      <Code>ABC9876</Code>
      <CourseStream>English</CourseStream>
      ...
</Course>
<Course>
      <Code>ABC9876</Code>
      <CourseStream>Chinese</CourseStream>
      ...
</Course>
```

These two streams will show as two separate courses on the website, *ABC9876 [English]* and *ABC9876 [Chinese]*. These will appear on two different pages and you will need to define all additional course data separately for each (delivery modes, running dates, etc).

Note: <CourseStream> is an optional value. If you don't specify any course streams, My Skills assumes that your course is not broken down into streams.

3.1.5 Deleting and replacing existing records using the "Delete" attributes

The below table lists the tags that have a deletion control attribute, and shows what this attribute does in each case.

Element name	Parent element	Deletion Attribute	Action when attribute value = "Y"	Requires other identifier tags to be defined?
<Courses>		DeleteAllCurrentRecords	Delete **all course data** that was previously uploaded for your RTO	
<Course>	<Courses>	DeleteCurrentRecord	Delete all data for a **single course**	Need to define the Course identifier(s) to delete the correct course: (Code, CourseStream, CampusID)
<OfferedPeriods>	<Course>	DeleteAllCurrentRecords	Delete **all Offered Periods** for the course	
<OfferedPeriod>	<OfferedPeriods>	DeleteCurrentRecord	Delete a specific **Offered Period** for the course	Need to define the Offered Period identifiers to delete the correct offered period: (StartDate, EndDate, TeachingPeriod)
<DeliveryModes>	<Course>	DeleteAllCurrentRecords	Delete **all Delivery Modes** for the course	
<DeliveryMode>	<Delivery Modes>	DeleteCurrentRecord	Delete a specific **Delivery Mode** for the course	Need to define the Delivery Mode identifier ModeID={1,2,3,4} to delete the correct delivery mode
<Locations>	<DeliveryMode> *where ModeID=2*	DeleteAllCurrentRecords	Delete **all Locations** for the course	
<Postcodes>	<DeliveryMode> *where ModeID=2*	DeleteAllCurrentRecords	Delete **all Postcodes** for the course	

3.1.6 About NULL

In order to reset a field value to NULL (ie. no value) you will need to use a deletion command/attribute.

If the word 'NULL' is used within a tag it will be treated as a text value.

3.1.7 Accepted Boolean values

My Skills accepts the following values for Boolean fields.

True (1)	1, upper-case Y, lower-case y, upper-case T, lower-case t
False (0)	0, upper-case N, lower-case n, upper-case F, lower-case f

3.2 XML elements

3.2.1 Courses

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<Courses> <Courses DeleteAllCurrentRecords= “N”>		Marks the beginning of the XML file. IF attribute DeleteAllCurrentRecords="Y", THEN remove ALL data for ALL of your RTO's courses before proceeding with the XML file. This action will also delete the Course Offerings List that is set using the "IsCourseOffered" tag or via the "What Courses Do They Offer" web page.		Yes
<Course> <Course DeleteCurrentRecord="N" >	<Courses>	Marks the beginning of the section that describes one course. IF DeleteCurrentRecord="Y", THEN remove all data for the course (as specified by the identifer tags) before proceeding.		Yes
<Code> *Course Identifier*	<Course>	National Course code as listed on the national register, training.gov.au (TGA). This value must match a TGA national course code that is on your registered scope. If there is not a match, this record will be rejected.	String (min 1 char; max 12 chars)	Yes
<CourseStream> *Course Identifier (optional)*	<Course>	Optional Stream/Specialised version of the course - a value here will create a course page for this stream in addition to the base version of the course. For example, one course may be delivered in three languages (English, Chinese and Spanish), each of which constitutes a separate version of the course.	String (max 200 chars) This field, along with the Course’s Code, forms the unique ID of the course, so the combination of these two values must be unique.	No
<CampusID> *Course Identifier (optional)*	<Course>	The unique ID of your campus, as generated by My Skills. Campus IDs are viewable either via the website ("Campus List" button on your RTO page) or else via the web service using the "GetLocationDetails" method.	Integer	No If this ID is not provided then the course data will be loaded against the RTO and this course data will be shown for both the RTO and for any Campuses that do not have their own set of data for this specific course. This is the default and the norm for most RTOs.

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<IsCourseOffered>	<Course>	Specify whether this course is offered. This can be controlled either at the RTO level, or else at the campus specified by "CampusID". If there is no CampusID provided, then this tag specifies whether the course is to be shown at all for this RTO. If there is a CampusID value then this tag includes/excludes the course at this campus only. This is the same as selecting the course for inclusion/exclusion on the "What courses do they offer" section of the My Skills website.	Y: Offered N: Not offered	No
<RTOCourseCode>	<Course>	Internal RTO reference number for the course. Only required if different from the national course code. (Probably most useful to differentiate streamed versions of courses)	String (max 12 chars)	No
<Summary>	<Course>	A summary of the course.	String (max 4,000 chars)	No
<HowToApplyURL>	<Course>	URL to the RTO's course-specific application/enrolment web page. Accessible to users via the "How to Apply" button on the Course page. If not defined, the "How to Apply" button will revert to the Campus/RTO's "How to Apply URL", or else to the Campus/RTO's main website.	String (max 500 chars)	No
<EntryAdvice>	<Course>	Pre-requisite/entry advice (any additional to the standard requirements).	String (max 4,000 chars)	No
<AdditionalInformation>	<Course>	Text description of additional pertinent information to be considered by those planning to undertake the course.	String (max 4,000 chars)	No
<IsAvailableAsApprenticeship>	<Course>	Indicates whether this course is available under an apprenticeship.	Y: Available N: Not available	No
<DurationText>	<Course>	Free text outlining the average/common duration of the course, and/or duration if undertaking the course full-time vs. part-time.	String (max 500 chars)	No
<DurationNumber>	<Course>	Duration of the course specified in number of Days/Weeks/Months/Years (based on "DurationScaleID").	Integer	No, but if <DurationScaleID> is specified, then Yes.
<DurationScaleID>	<Course>	The scale of the figure specified by "DurationNumber". For example, if you intend "DurationNumber" to specify 12 weeks, this value must be 'W'.	D: Days W: Weeks M: Months Y: Years	No, but if <DurationNumber> is specified, then Yes.

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<Availability>	<Course>	Free text indicating course availability. For example, you may use this element to indicate the number of study periods that are available in a given year (4 study periods per year), or else values like: On-demand, Semester 1 & Semester 2, etc.	String (max 500 chars)	No
<AlwaysAvailable>	<Course>	Specifies whether the course is available at any time (such as online course or a demand-driven course). If the course is confined to particular date periods then value should be "N".	Y: Course always available N: Not always available	No
<StudyModeID>	<Course>	Specifies the mode of study: Full-time, Part-time or available as either Full-time or Part-time (Both).	F: Full time P: Part time B: Both	No

3.2.2 Delivery modes

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<DeliveryModes> <DeliveryModes DeleteAllCurrentRecords= “N”>	<Course>	This section describes all delivery modes that are available for this course. IF attribute DeleteAllCurrentRecords="Y", THEN remove ALL DeliveryMode data for the course before proceeding.		No
<DeliveryMode> <DeliveryMode DeleteCurrentRecord=“N” >	<DeliveryModes>	Marks the beginning of the section that describes one delivery mode. IF DeleteCurrentRecord="Y", THEN remove the delivery mode (as specified by the ModeID value) before proceeding.		No
<ModeID>	<DeliveryMode>	A Course can have up to 4 delivery modes: (1) Face-to-face, (2) Offsite, (3) Flexible and (4) Mixed Mode. If the delivery mode already exists for the course at this RTO/campus, this delivery mode will be updated, otherwise it will be added.	1: Face-to-face 2: Offsite 3: Flexible 4: Mixed mode	Yes (if <DeliveryMode> is supplied)

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<DeliveryModeDescription>	<DeliveryMode>	Free text that describes the delivery mode. If a Delivery Mode Description is not defined by the RTO then the default My Skills definition will be displayed. The default descriptions are: 1: Face-to-face: *In-person training delivered at the RTO's site. Also known as 'on-campus', 'in-class', 'traditional face-to-face', 'on-RTO-site' delivery.* 2. Offsite: *The RTO can deliver in-person training using facilities at-or-near a client's workplace, or else in a mobile manner (eg. delivery at a regional/remote location for a specific period or for a specific training course). Also known as 'workplace', 'mobile', 'on-client-site' delivery.* 3. Flexible Learning: *Includes online courses and courses by correspondence. Also known as 'external studies'.* 4. Mixed Mode: *Any combination of the three delivery modes. Also known as 'mixed delivery'.*	String (max 1,000 chars)	No
<OffsiteDeliveryModeDetails>	<DeliveryMode> where <ModeID> is 2	This section can be used to add further details about the 'offsite' delivery mode.		No
<FacilitiesRequired>	<OffsiteDeliveryModeDetails> where <ModeID> is 2	Whether or not specific facilities are required to deliver the course.	Y: Specific facilities are required N: No specific facilities required	No
<FacilitiesDescription>	<OffsiteDeliveryModeDetails> where <ModeID> is 2	Description of the facilities that are required to deliver the course e.g. Projector, stage, microphone/speakers, disability access.	String (max 500 chars)	No
<DistanceLimit>	<OffsiteDeliveryModeDetails> where <ModeID> is 2	Whether there is a distance limit for the region in which this course can be delivered using the 'offsite' delivery mode. If Distance limit is defined then one of the below (radius, postcodes or locations) must also be defined.	Y: A distance limit applies N: A distance limit does not apply	No
<Radius>	<OffsiteDeliveryModeDetails> where <ModeID> is 2	Radial distance for which "DistanceLimit" applies, in kilometres.	Integer	If <DistanceLimit> is supplied, Then <Radius>, <Postcodes> **Or** <Locations> must also be supplied

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<PostcodesDescription>	<OffsiteDelivery ModeDetails> where <ModeID> is 2	Free text describing the regions defined in "Postcodes".	String (max 200 chars)	No
<Postcodes> <Postcodes DeleteAllCurrentRecords ="Y">	<OffsiteDelivery ModeDetails> where <ModeID> is 2	Marks the beginning of the section that specifies all postcodes to which this course may be delivered. IF attribute DeleteAllCurrentRecords="Y", THEN remove ALL Postcodes data for the course before proceeding.		If <DistanceLimit> is supplied, Then <Radius>, <Postcodes> **Or** <Locations> must also be supplied
<Postcode>	<Postcodes>	Each postcode tag defines an area in which 'offsite' delivery is available.	String of 4 digits (max 4 chars)	No
<LocationsDescription>	<OffsiteDelivery ModeDetails> where <ModeID> is 2	Free text that describes the locations where this course is able to be delivered.	String (max 200 chars)	No
<Locations> <Locations DeleteAllCurrentRecords ="Y">	<OffsiteDelivery ModeDetails> where <ModeID> is 2	Marks the beginning of the section that specifies all locations in which this course may be delivered. IF attribute DeleteAllCurrentRecords="Y", THEN remove ALL Postcodes data for the course before proceeding.		If <DistanceLimit> is supplied, Then <Radius>, <Postcodes> **Or** <Locations> must also be supplied
<Location>	<Locations>	Each Location tag specifies a town or suburb in which offsite delivery is available.	String (max 50 chars)	No
<FlexibleDeliveryModeDetails>	<DeliveryMode> where <ModeID> is 3	This section can be used to add further details about the flexible delivery mode.		No
<Online>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	Whether the course is offered online. Also known as 'External Studies' where training and submission is an e-mail/online.	Y: Offered online N: Not offered online	No
<Distance>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	Whether the course is offered via distance education. Also known as 'External Studies' / 'Correspondence', where training and submission is via physical mail.	Y: Distance offered N: Distance not offered	No
<AttendanceRequirement>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	Whether the course has an attendance requirement. E.g. includes some fixed-time online lectures or fixed-time class components.	Y: Attendance requirement N: No requirement	No
<FixedSubmissionDates>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	Whether assessment pieces have fixed submission dates (as opposed to an entirely self-paced course).	Y: Submission dates fixed N: Not fixed	No

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<SelfPaced>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	A student can do the course in a self-paced manner in which there are no set class times or set submission dates.	Y: Self-paced is available N: Not available	No
<EnrolmentValidityPeriod>	<FlexibleDelivery ModeDetails> where <ModeID> is 3	Where self-paced learning is defined, define the period for which the enrolment remains valid and therefore the end date by which time the final assessments but be submitted (eg. 6 months/1 year). Other details about self-paced learning can also be added here.	String (max 200 chars)	No

3.2.3 Offered periods

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<OfferedPeriods> <OfferedPeriods DeleteAllCurrentRecords="N">	<Course>	Marks the beginning of the section that describes all offered periods for this course. IF attribute DeleteAllCurrentRecords="Y", THEN remove ALL Offered Periods for the course before proceeding.		No
<OfferedPeriod> <OfferedPeriod DeleteCurrentRecord="N">	<OfferedPeriods>	Marks the beginning of the section that details one offered period. IF DeleteCurrentRecord="Y", THEN remove the specified offered period (as identified by {StartDate,EndDate,TeachingPeriod}) before proceeding.		No
<StartDate>	<OfferedPeriod>	Course commencement date. The value in this element (including NULL) forms the unique compound identifier for an OfferedPeriod of a specific course, along with: - EndDate - TeachingPeriod	CCYY-MM-DD (e.g. 2013-05-14)	No
<EndDate>	<OfferedPeriod>	Course conclusion date. The value in this element (including NULL) forms the unique compound identifier for an OfferedPeriod of a specific course, along with: - StartDate - TeachingPeriod	CCYY-MM-DD (e.g. 2013-05-14)	No
<TeachingPeriod>	<OfferedPeriod>	The formal period, if any, in which this offered period occurs. The value in this element (including NULL) forms the unique compound identifier for an OfferedPeriod of a specific course, along with: - StartDate - EndDate	S1: Semester 1 S2: Semester 2 T1: Term 1 T2: Term 2 T3: Term 3 T4: Term 4	No

Element name	Parent element	Description	Valid values (where applicable)	Mandatory?
<EnrolmentStartDate>	<OfferedPeriod>	The date on which enrolment opens for this offered period.	CCYY-MM-DD (e.g. 2013-05-14)	No
<EnrolmentEndDate>	<OfferedPeriod>	The date on which enrolment closes for this offered period (cut-off).	CCYY-MM-DD (e.g. 2013-05-14)	No
<EnrolmentDateDescription>	<OfferedPeriod>	Free text that describes the enrolment period. You may wish to use this field instead of enrolment dates (eg. "Enrolment closes 1 month before the course commences"), or else to detail other enrolment information, such as how late enrolments are handled.	String (max 500 chars)	No
<Description>	<OfferedPeriod>	Free text that describes this offered period.	String (max 500 chars)	No

3.3 XML file upload statuses

The following statuses indicate the final status of an XML upload at file level, reported for web service uploads as well as direct uploads to the website.

These values are shown in the Upload File window on the website, which shows the status of all web-service connections and uploads.

File upload status	Value
Success	0
PartialSuccess	1
Failure	2
Pending	98
InProgress	99

3.4 XML Validation and Common XML Issues

3.4.1 XML Validation

Before uploading to My Skills you should check your XML to confirm that it is valid XML markup. You should also check the XML's validity against the My Skills schema (XSD). These can be done by using one of the online tools provided in the Quick Links section at the start of the document.

3.4.2 Common XML Issues

Issue	Description	Solution
Byte Order Mark (BOM)	Your file receives an XML validation error on Line 1 because it contains one or more bytes that cannot be interpreted, like "\xEF".	1. Check your text editor/output to ensure that your file is text-only has no byte order mark. In Notepad++ this can be done under the menu: **Encoding** / Encode in ... without BOM 2. Ensure that you've set the character encoding to UTF-8 in your XML file declaration, ie.: <?xml version="1.0" encoding="utf-8" ?>
Left- and Right- Quotes and other characters	When validating your XML file it receives an XML error on a line other than Line 1. This is sometimes due to less common/standard characters, like right- and left- single-quotes and double-quotes.	Try pasting the XML directly into the validator to see if it validates, as some file types and operating systems can pass character sets differently to how the character may be interpreted via another method. Try uploading the file into the Sandbox environment to see if the web service is able to correctly parse the file even though the XML validator tool does not accept it due to some of the characters.
Unexpected child node	Some of the XML elements in your document may not match the sequence in the XML schema.	Check to ensure that the order of your elements matches the sequence. You do not need to include all elements, but those that you do use must be in the correct order.

4.0 Using CSV

4.1 About the CSV file

The CSV file is in the same format as the My Skills Data Collection portal that existed from December 2012 to July 2013. This allows RTOs to continue to use the same format, at least in a transitory capacity to support the shift to XML-based data submissions.

Please note that this format includes certain restrictions and will not be updated to cater for any expansion or changes to the My Skills database/website.

4.2 Location columns

The names of these columns need to be changed to match the current campus identifiers. This is the only change that is required in order to make the CSV work on the new website, and is only relevant if you have campuses.

4.3 Offered 2013 column

The values in this column are no longer used. However, the column needs to remain in the upload file in order to be processed properly.

4.4 Limitations of the CSV file

You are only able to write RTO-level course details using the CSV file. See section 1.6 (Course Information) for more information.

You can only define four (4) Offered Periods using the CSV file. If more than one “Teaching Period” (eg. Semester 1, Term 3) is set against a single Offered Period, then all Teaching Period values for that Offered Period will be ignored.

You are only able to control your Campus-level offered courses (include/exclude courses from scope) at the campus level using the CSV file, whereas using the XML file (and on the website) you are able to control what courses your RTO offers at the top-level (and therefore what courses are visible to the public).

4.5 CSV template

The CSV template is available at the link below, including a single row of example data for reference:

http://www.myskills.gov.au/SDKDownload/MySkills_CSVCourseUploadTemplate.csv

4.6 Boolean values

Please note that the accepted Boolean values for the CSV file varies slightly from the XML file. Accepted values for TRUE are listed in the below table.

True	TRUE, true, T, t, YES, yes, Y, y
False	(anything else)

4.7 Structure of the CSV file

The below table describes how the CSV columns work and what data is valid/accepted.

Please note that ALL columns need to exist in the CSV file in order for it to be accepted, with the exception of the "location" column(s). A file is still valid even if it has no "location" columns.

Column Name	Equivalent XML Tag	Description	Type/ Restriction
courseCode	<Course> <Code>	National Course code as listed on the national register, training.gov.au (TGA).	This value must match a TGA national course code that is on your registered scope. If there is not a match, this record will be rejected.
running2013	*n/a*	*(values in this column longer used, but the column/header is still required in the template)*	Boolean
location XXXX	<IsCourseOffered>	TRUE if course is offered at <this location XXXX> There should be a column for each Campus location. The value "XXXX" for each Campus location column should be the Campus ID as shown on the "Campus List" on the My Skills website. (note that the ID is diferent)	Boolean
summary	<Summary>	A summary of the course.	1000 characters
rtoCourseCode	<RTOCourseCode>	Internal RTO reference number for the course. Only required if different from the national course code.	50 characters
howToApplyURL	<HowToApplyUrl>	URL to the RTO's course-specific application/enrolment web page. Accessible to users via the "How to Apply" button on the Course page. If not defined, the "How to Apply" button will revert to the Campus/RTO's "How to Apply URL", or else to the Campus/RTO's main website.	1000 characters
entryAdvice	<EntryAdvice>	Pre-requisite/entry advice (any additional to the standard requirements).	1000 characters
additionalInformation	<AdditionalInformation>	Text description of additional pertinent information to be considered by those planning to undertake the course.	1000 characters
apprenticeships	<IsAvailableAsApprenticeship>	TRUE if this course is available under an apprenticeship.	Boolean
durationWords	<DurationText>	Free text outlining the average/common duration of the course, and/or duration if undertaking the course full-time vs. part-time.	255 characters
durationNumber	<DurationNumber>	Duration of the course specified in number of Days/Weeks/Months/Years (based on "DurationScaleID").	number only

Column Name	Equivalent XML Tag	Description	Type/ Restriction
durationScale	<DurationScaleID>	The scale of the figure specified by "DurationNumber". For example, if you intend <DurationNumber> to specify 12 weeks, this value must be 'Week'.	Day/Week/Month/Year
availability	<Availability>	Free text indicating course availability. For example, you may use this element to indicate the number of study periods that are available in a given year (4 study periods per year), or else values like: On-demand, Semester 1 & Semester 2, etc.	250 characters
alwaysAvailable	<AlwaysAvailable>	Specifies whether the course is available at any time (such as online course or a demand-driven course). If the course is confined to particular date periods then value should be "N".	Boolean
studyMode	<StudyModeID>	F: Full-time P: Part-time B: Both full and part time offered	1 character
period1Semester1	<OfferedPeriod> <TeachingPeriod>S1</TeachingPeriod>	TRUE if the OfferedPeriod is Semester 1	Boolean
period1Semester2	<OfferedPeriod> <TeachingPeriod>S2</TeachingPeriod>	TRUE if the OfferedPeriod is Semester 2	Boolean
period1Term1	<OfferedPeriod> <TeachingPeriod>T1</TeachingPeriod>	TRUE if the OfferedPeriod is Term 1	Boolean
period1Term2	<OfferedPeriod> <TeachingPeriod>T2</TeachingPeriod>	TRUE if the OfferedPeriod is Term 2	Boolean
period1Term3	<OfferedPeriod> <TeachingPeriod>T3</TeachingPeriod>	TRUE if the OfferedPeriod is Term 3	Boolean
period1Term4	<OfferedPeriod> <TeachingPeriod>T4</TeachingPeriod>	TRUE if the OfferedPeriod is Term 4	Boolean
period1Start	<OfferedPeriod> <StartDate>	Course commencement date.	dd-MM-yyyy, d-MM-yyyy, dd/MM/yyyy, d/MM/yyyy
period1End	<OfferedPeriod> <EndDate>	Course conclusion date.	dd-MM-yyyy, d-MM-yyyy, dd/MM/yyyy, d/MM/yyyy
period1Description	<OfferedPeriod> <Description>	Free text that describes this offered period.	250 characters
period1EnrolStart	<OfferedPeriod> <EnrolmentStartDate>	The date on which enrolment opens for this offered period.	dd-MM-yyyy, d-MM-yyyy, dd/MM/yyyy, d/MM/yyyy
period1EnrolEnd	<OfferedPeriod> <EnrolmentEndDate>	The date on which enrolment closes for this offered period (cut-off).	dd-MM-yyyy, d-MM-yyyy, dd/MM/yyyy, d/MM/yyyy

Column Name	Equivalent XML Tag	Description	Type/ Restriction
period1EnrolDescription	<OfferedPeriod> <EnrolmentDateDescription>	Free text that describes the enrolment period. You may wish to use this field instead of enrolment dates (eg. "Enrolment closes 1 month before the course commences"), or else to detail other enrolment information, such as how late enrolments are handled.	250 characters
period2Semester1		*As above, for the 2nd of a total of 4 possible OfferedPeriods catered for in the CSV upload.*	
period2Semester2			
period2Term1			
period2Term2			
period2Term3			
period2Term4			
period2Start			
period2End			
period2Description			
period2EnrolStart			
period2EnrolEnd			
period2EnrolDescription			
period3Semester1		*As above, for the 3rd of a total of 4 possible OfferedPeriods catered for in the CSV upload.*	
period3Semester2			
period3Term1			
period3Term2			
period3Term3			
period3Term4			
period3Start			
period3End			
period3Description			
period3EnrolStart			
period3EnrolEnd			
period3EnrolDescription			
period4Semester1		*As above, for the 4th of a total of 4 possible OfferedPeriods catered for in the CSV upload.*	
period4Semester2			
period4Term1			
period4Term2			
period4Term3			
period4Term4			
period4Start			

Column Name	Equivalent XML Tag	Description	Type/ Restriction
period4End			
period4Description			
period4EnrolStart			
period4EnrolEnd			
period4EnrolDescription			
deliveryFaceToFace	<DeliveryMode> <ModeID>1</ModeID>	Is the course offered by 'Face-to-Face' delivery?	Boolean
deliveryOffsite	<DeliveryMode> <ModeID>2</ModeID>	Is the course offered by 'Offsite' delivery?	Boolean
deliveryFlexible	<DeliveryMode> <ModeID>3</ModeID>	Is the course offered by 'Flexible' delivery?	Boolean
deliveryMixedMode	<DeliveryMode> <ModeID>4</ModeID>	Is the course offered by 'Mixed mode' delivery?	Boolean
faceToFaceDescription	<ModeID>1</ModeID> <DeliveryModeDescription>	Free text that describes the 'Face-to-Face' delivery mode. If a Description is not defined by the RTO then the default My Skills definition will be displayed. The default description is: *In-person training delivered at the RTO's site. Also known as 'on-campus', 'in-class', 'traditional face-to-face', 'on-RTO-site' delivery.*	1000 characters
offsiteDescription	<ModeID>2</ModeID> <DeliveryModeDescription>	Free text that describes the 'Offsite' delivery mode. If a Description is not defined by the RTO then the default My Skills definition will be displayed. The default description is: *The RTO can deliver in-person training using facilities at-or-near a client's workplace, or else in a mobile manner (eg. delivery at a regional/remote location for a specific period or for a specific training course). Also known as 'workplace', 'mobile', 'on-client-site' delivery.*	1000 characters
offsiteSpecificFacilities	<ModeID>2</ModeID> <FacilitiesRequired>	Are specific facilities required to deliver the course?	Boolean
offsiteFacilities	<ModeID>2</ModeID> <FacilitiesDescription>	Description of the facilities that are required to deliver the course e.g. Projector, stage, microphone/speakers, disability access.	1000 characters
offsiteDistanceLimit	<ModeID>2</ModeID> <DistanceLimit>	Is there is a distance limit for the region in which this course can be delivered using the 'offsite' delivery mode? If Distance limit is defined then one of the below (radius, postcodes or locations) must also be defined.	Boolean
offsiteDeliveryRadius	<ModeID>2</ModeID> <Radius>	Radial distance for which "offsiteDistanceLimit" applies, in kilometres.	number only
offsitePostcodes	<ModeID>2</ModeID> <PostcodesDescription>	Either a description of postcode regions, or else a list of postcodes (separated by spaces), in which offsite delivery is available.	1000 characters

Column Name	Equivalent XML Tag	Description	Type/ Restriction
offsiteCities	<ModeID>2</ModeID> <LocationsDescription>	Either a description of the locations, or else a list of locations (separated by spaces), in which offsite delivery is available.	1000 characters
flexibleDescription	<ModeID>3</ModeID> <DeliveryModeDescription>	Free text that describes the 'Flexible' delivery mode. If a Description is not defined by the RTO then the default My Skills definition will be displayed. The default description is: *Includes online courses and courses by correspondence. Also known as 'external studies'.*	1000 characters
flexibleOnline	<ModeID>3</ModeID> <Online>	Is the course is offered online? Also known as 'External Studies' where training and submission is ia e-mail/online.	Boolean
flexibleDistance	<ModeID>3</ModeID> <Distance>	Is the course is offered via distance education? Also known as 'External Studies' / 'Correspondence', where training and submission is via physical mail.	Boolean
flexibleSomeAttendance	<ModeID>3</ModeID> <AttendanceRequirement>	Does the course have an attendance requirement? E.g. Includes some fixed-time online lectures or fixed-time class components.	Boolean
flexibleFixedSubmissionDates	<ModeID>3</ModeID> <FixedSubmissionDates>	Do assessment pieces have fixed submission dates? (as opposed to an entirely self-paced course)	Boolean
flexibleSelfPaced	<ModeID>3</ModeID> <SelfPaced>	Is the course self-paced? E.g. The student can do the course in a self-paced manner in which there are no set class times or set submission dates.	Boolean
flexibleEnrolmentValidityPeriod	<ModeID>3</ModeID> <EnrolmentValidityPeriod>	Where self-paced learning is defined, define the period for which the enrolment remains valid and therefore the end date by which time the final assessments but be submitted (e.g. 6 months/1 year). Other details about self-paced learning can also be added here.	250 characters
mixedModeDescription	<ModeID>4</ModeID> <DeliveryModeDescription>	Free text that describes the 'Mixed mode' delivery mode. If a Description is not defined by the RTO then the default My Skills definition will be displayed. The default description is: *A combination of delivery modes. Also known as 'mixed delivery'.*	1000 characters